

4 DEC 1984

OP MEMORANDUM NO. 20-10-4

21 November 1984

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Counts Against Ceiling

The attached chart is designed to assist readers in understanding when different types of employees count against Position, FTE, and SIS ceilings. It is a guide which may be used when questions arise on how staffing changes are to be charged against the various ceilings mentioned above.



/ Robert W. Magee
Director of Personnel

Attachment

OPM 17-84

ATTACHMENT

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CHARGES TO VARIOUS CIA CEILINGS

<u>Type of Employee</u>	<u>Position Ceiling</u>		<u>Full-Time Equivalent</u>		<u>SIS Ceiling*</u>	
	<u>Count</u>	<u>Non-Count</u>	<u>Count</u>	<u>Non-Count</u>	<u>Count</u>	<u>Non-Count</u>
Full-Time Staff	X		X(FTP)		X	
Full-Time Contract (greater than 1 year)	X		X(FTP)		X	
Part-time Staff		Budget Control	X(FTE)			
Part-time Contract (less than 1 year)		Budget Control	X(FTE)			
Reimbursable Full-Time Detail: Out In	X	X	X(FTP)	X	X	
Non-Reimbursable Full-Time Detail: Out In	X	X	X(FTP)	X	X	
Intermittent (WAE)		Budget Control	X(FTE)			
Temporary Full- time (less than 1 year)		Budget Control	X(FTE)			
Summer Only		Budget Control		X	Not applicable	
Student Trainee		Budget Control		X	Not applicable	
Graduate Fellow		Budget Control		X	Not applicable	

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Type of Employee	Position Ceiling		Full-Time Equivalent		SIS Ceiling*	
	Count	Non-Count	Count	Non-Count	Count	Non-Count
Temporary Assignment Staff		Budget Control	X(FTE) (gaining office)		Not applicable	
Extended Sick Leave-pending disability retirement		Budget Control		X (When Approved)		X
Leave Without Pay		X (After 30 days)		X		X
Sabbatical	X		X		X	
Unknown Service Designation	X		X		X	
Inter-Career Service Rotational Assignment	X		X		X	
Contracts for a Dollar Amount (not specifically mentioning grade i.e., Independent Contractor)		X		X		X
Assigned to ICS or NIESO**		X		X		X

*When Appropriate

**ICS and NIESO are not counted within CIA strength figures.